

TUTBURY PARISH COUNCIL

Clerk:
K Duffill

9 PINFOLD CLOSE
TUTBURY
BURTON UPON TREN
STAFFORDSHIRE DE13 9NJ
clerk@tutbury.staffslc.gov.uk

Telephone:
07486 406045

FREEDOM OF INFORMATION ACT

The parish council has adopted the Model Publication Scheme as approved by the Information Commissioner. Details of the information that is publicly available from the Council can be found in the Guide to Information which can be obtained from:

Mrs K Duffill (Clerk to the Council)
9 Pinfold Close
Tutbury
Burton on Trent
Staffordshire
DE13 9NJ
clerk@tutbury.staffslc.gov.uk

Information available from Tutbury Parish Council under the Freedom of Information Act publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copies from the Clerk to the Council) Or website</p>	<p>See schedule of charges below</p>
<p>Who's who on the Council and its Committees (-)</p> <p>Mr Lewis Anderson (Open Space, Community, Tutbury Twining and Highways) 119 Field Lane Horninglow Burton On Trent DE13 0NJ 01283 569372</p> <p>Mr F Crossley (Open Space, Community Building, Emergency) 23 Church Street Tutbury BURTON UPON TRENT DE13 9JE Tel: 01283 – 812054</p> <p>Mr W Crossley, (Finance 'Saffron House') 1 Burton Road Tutbury BURTON UPON TRENT DE13 9NR Tel: 01283 – 812620</p> <p>Mr K England Vice Chair (Planning, Church, Finance, community Building, Staffing committee) 20 Lavender Way, Tutbury, DE13 9LN 01283 354008</p>	<p>(hard copy or website)</p>	

Lesley Evans (Playing Fields, Highways, Emergency committee
54 Portway Drive
Tutbury
DE13 9HU
Tel: 01283 – 810648
01283 814070

Mr Russell Lock Chair (Playing Fields, staffing, IT, Emergency committee
41 Bluebell Way Tutbury
DE13 9LJ
01283 813499

Mr D C Morris
58 Wakefield Avenue
Tutbury
BURTON UPON TRENT
DE13 9JX
Tel: 01283 - 815020

Mr T Spencer-Smith (Tutbury twinning, community, engagement, Triangle working arty)
23 Castle Street
Tutbury
BURTON UPON TRENT
DE13 9JF
Tel: 01283 - 814524

Mrs Chrys Smedley , (Community Building, Emergency, , Church, Planning, Triangle working party
37 Ferrers Ave
Tutbury, DE13 9JP
01283814218

Mr P Steadman (Community, Triangle working party)
13 The Park Pale
Tutbury
BURTON UPON TRENT
DE13 9LB
Tel: 01283 – 812937

Mrs M Upton
62, Monk Street,
Tutbury,

DE13 9NA 01283 239339		
Contact details for Parish Clerk: Mrs Karen Duffill 9 Pinfold Close Tutbury BURTON UPON TRENT DE13 9NJ Tel: 07486 406045 clerk@tutbury.staffslc.gov.uk		
Location of main Council office and accessibility details Clerks Address: visits by appointment Parish Council meetings open to the public in the Tutbury Village Hall Small Room		
Staff: Clerk and Responsible Financial Officer: Mrs Karen Duffill		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit in the current and previous financial year)	(Hard copies from the Clerk to the Council) Or Website	See schedule of charges below 10p per page
Annual return form and report by auditor	Hard copy or website	
Finalised budget	Hard copy or website	
Precept	Hard copy or website	
Financial Standing Orders and Regulations	Hard copy or website	
Grants given and received	Hard copy or website	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy or website	
Class 3 – What our priorities are and how we are doing (audits, inspections and reviews)	(Hard copies from the Clerk to the Council) or website	See schedule of charges below
Annual Report to Parish or Community Meeting (current and previous year)	Hard copy or website	
Internal audit reviews	Hard copy or website	

Class 4 – How we make decisions (Decision making processes and records of decisions - current and previous council year)	(Hard copies from the Clerk to the Council)	See schedule of charges below
Timetable of meetings: Ordinary Council, Meetings 3 rd Monday of each Month Committee/sub-committee as and when required Annual Parish Meeting May each year	Hard copy or website	
Agendas of meetings (as above)	Hard copy or website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	
Responses to consultation papers	Hard copy or website	
Responses to planning applications	Hard copy or website	
Bye-laws	Hard copy or website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(Hard copies from the Clerk to the Council) or website	See schedule of charges below
Information on the policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Hard copies from the Clerk to the Council) or website	
Information on the policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copies from the Clerk to the Council) or website	
Records management policies (records retention, destruction and archive)	Hard copy	
Schedule of charges for the publication of information)	See below	

Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copies from the Clerk to the Council) or website	See schedule of charges below
Assets Register	Hard copy or website	
Register of members' interests	Hard copy or website	
Class 7 – The services we offer Information about the services we offer, Current information only	Hard copies from the Clerk to the Council; some information may only be available by inspection)	
Burial grounds and closed churchyards		
Parks, playing fields and recreational facilities		
Seating, litter bins Bus shelters		
A summary of services for which the council recovers a fee, together with those fees:		
Hire of football pitches		
Additional Information		

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	charging regime specified by Parliament.	Estimates will be provided subject to limits set out by parliament
Statutory Fee		
Other		

* The actual cost incurred by the public authority